

AzSPO POLICY
Number: 001
Off-Contract Purchase Authorization

Statement:

A.R.S. 41-2501, A.A.C. R2-7-311 requires State governmental units to use Arizona state contracts to satisfy their needs. If the governmental unit believes that the Arizona state contract can not satisfy their need, approval may be requested from their agency procurement officer for the purchase, in accordance with their delegated procurement authority and Arizona procurement laws.

Discussion:

State contract products and services meet most, but not every reasonable customer requirement. If a product or service is not available under contract and is not identical or similar to a product or service that is on State contract, the purchase of the product may be made from any reasonable source, in accordance with State of Arizona procurement laws. If there is a product or service on State contract that is identical or similar to what is required, the purchase should be made from the contract vendor or authorization from the agency procurement officer should be obtained prior to purchasing from another source. Off-contract authorization requests should be prepared on a AzSPO Form SP-150; available on the AzSPO web-site; <http://sporas.ad.state.az.us>. The AzSPO contract officer should be copied on all SPO-150 approvals for a record of contract activity.

Overall, there are few “rules of thumb” to assist in making a decision. Generally, if the State contract product or service shares the same noun, purchase must be made under the contract or an off-contract authorization approval must be obtained. Where it is obvious and clearly evident that the product or service is not similar, approval is not required. Cost is usually not a sole basis for off-contract authorization as the product or service may not be of the same quality, features, or same level of service as provided under the contract. Purchases of less than the contract minimum or immediate need field purchases do not require off-contract authorization approval.

In dealing with off-contract authorizations, if there is any doubt, it is strongly encouraged that the agency procurement officer or the statewide contract procurement officer be contacted prior to the purchase. This policy does not apply to travel off-contract approvals.

This policy is hereby effective this _____ day of November, 2000.

John O. Adler, CPPO
State Procurement Administrator

Attachment:

Memorandum dated July 25, 2000